

**S-E-C-R-E-T**

18 January 1954

**SUBJECT: Memorandum for CIA Members of OCB Working Groups  
and Panels**

**I GENERAL**

1. Executive Order 10483 of September 2, 1953, assigns to the OCB the following responsibilities:

"The National Security Council having recommended a national security policy and the President having approved it, the Board shall (1) whenever the President shall hereafter so direct, advise with the agencies concerned as to (a) their detailed operational planning responsibilities respecting such policy, (b) the coordination of the interdepartmental aspects of the detailed operational plans developed by the agencies to carry out such policy, (c) the timely and coordinated execution of such policy and plans, and (d) the execution of each security action or project so that it shall make its full contribution to the attainment of national security objectives and to the particular climate of opinion the United States is seeking to achieve in the world, and (2) initiate new proposals for action within the framework of national security policies in response to opportunity and changes in the situation. The Board shall perform such other advisory functions as the President may assign to it and shall from time to time make reports to the National Security Council with respect to the carrying out of this order."

Coordinating responsibility has been assigned to the OCB under a number of NSC papers. In addition, the OCB is continuing to coordinate and supervise certain activities formerly carried on under the PSB.

2. The DCI is

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**HISTORICAL DOCUMENT**

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25X1 2. The DCI is a member of the OCB. Each member of the OCB has designated a Board Assistant to keep track of OCB matters for him. The DCI has designated as his Board Assistant, [ ] (SA/DCI - office 2028K or 1 Admin., telephone x3616). The OCB meets Wednesdays at 12:30 and the Board Assistants Fridays at 10:00.

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In order to carry out its functions, the OCB has set up a number of working groups to which specific responsibilities have been assigned. The CIA is represented on most of these groups. While most Agency members on these groups will be from the staff and area divisions under DD/P, they will be in substance representatives of the DCI and, subject to the special arrangements relating to intelligence support described below in paragraph 4, represent all parts of the Agency. In order to perform effectively, working group members will have to keep themselves informed of all activities of the Agency relevant to the functions of the working group. The cooperation of all relevant divisions and staffs will be needed to help the CIA representatives on working groups to discharge their responsibilities.

3. It is also the responsibility of a CIA representative on a working group to see that all segments of CIA that have a concern are advised of any important developments in the working group.

## II INTELLIGENCE SUPPORT

25X1 4. The OCB staff includes a senior officer to handle intelligence support, [ ] who is on detail from CIA. It is his responsibility to see that the OCB staff, and [ ] get the required intelligence support. In fulfilling this responsibility, he will deal directly with the DD/I and the elements of the DD/I side of CIA. [ ] has undertaken to keep the SA/DCI advised of the requests for written intelligence reports which he makes to the DD/I side when they relate to matters before, or which may come before, the OCB, and copies of such reports will be sent to SA/DCI, who will inform relevant working group members of such requests.

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25X1 It is also [ ] general responsibility to get from the appropriate Government agencies the intelligence which the working groups need to perform effectively. CIA representatives on working groups consequently should check either directly with [ ] or through the OCB staff member assigned to the working group before they commit

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25X1 they commit CIA to provide the intelligence needed. This check will  
prevent duplication of arrangements [ ] may plan to make or may  
25X1 already have made, and will aid in determining whether CIA or some  
other agency should provide the intelligence support. If CIA is the  
appropriate agency, and if [ ] is not making the arrangements,  
the CIA representative on the working group should handle the require-  
ment for intelligence. If the CIA representative is from the DD/P area  
and the intelligence support needed is available from the offices under  
DD/I, the representative should give the requirement to RQM/OIS for  
handling. If the support needed is available from CS, the representa-  
tive will handle the requirement himself with the appropriate CS component.  
In either case he should advise SA/DCI.

If the CIA representative is from the DD/I area, he will handle  
the requirement in accordance with established procedures of his own  
office, and in addition will advise SA/DCI.

The above procedure applies only to requests which require time  
and research to answer. CIA members of working groups may communi-  
cate directly with informed officers in CIA, pursuant to Agency regula-  
tions, as necessary to keep themselves informed. It is the function of  
working group members to be currently informed, to the extent practica-  
ble, on matters before their working groups.

### III REPORTING

5. The functioning of the OCB will require a series of reports of  
various types.

(a) Under present arrangements, the OCB staff will prepare semi-  
annual reports to NSC on the status of its work. This will not  
require any special reporting by working groups or members.

(b) Under present arrangements, CIA will report directly to  
NSC semi-annually. Those reports will contain a section on  
"Special Operations" with very strict security handling. The prepa-  
ration of such reports will continue to be handled by the PP staff.

(c) OCB will

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(c) OCB will make periodic reports to NSC on actions under specific NSC papers. These reports will be prepared by the OCB staff and will be based largely on reports submitted to the OCB by the relevant working group or groups. In those cases in which there is no working group under an NSC paper, the OCB staff will prepare the report after checking with designated points of contact in the various agencies.

(d) The various working groups will make reports to the OCB on their activities, and on the activities of the respective agencies in carrying out NSC policies.

(e) The OCB staff prepares a summary status report each week. Information for this report is obtained by the OCB staff from the OCB staff representatives and chairmen of the working groups, and also from working group members when necessary.

6. The following general principles should apply in supplying material to working groups for the purpose of a consolidated working group report to OCB, or in supplying information to the OCB staff when it is preparing a report and exercising coordinating responsibilities. It is impossible to make specific rules. The OCB members and the Executive Officer of OCB understand our problem of security and will not make unreasonable demands.

(a) An effort should be made to give as much information as can be stated in general terms, omitting details of specific operations, names of persons or organizations, etc. When relevant, information in general terms on CIA capabilities in an area and on the timing of the development or use of those capabilities may be given.

(b) If a working group member believes that the fact that CIA is engaged in a particular type of operation, or even that CIA is engaged in any operations in a particular area or field, is of special security significance, no mention should be made to the working group or to members of the OCB staff until he has discussed the matter with SA/DCI.

(c) In the case of any report which involves any mention of covert operations, even in general terms, CIA working group

members

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members should stipulate that such material be incorporated in the group's report in a typed special annex with appropriate security classification and not be mimeographed or otherwise duplicated.

(d) Members of the OCB and of the NSC, as well as the Executive Officer of the OCB, are entitled to have full information, if they need it, in all but very exceptional cases. In most cases, the OCB Members' Board Assistants are entitled to have full information. In any case in which material which should be available to those persons is not of a type to be reported through the working group or the OCB staff, it should be prepared for the DCI so that it may, in his discretion, be reported orally. This applies to important current developments as well as to material relevant to a periodic report.

7. In participating in the discussions of a working group, CIA members should follow the same principles with regard to disclosing information about CIA operations as are applicable to reporting, as described above.

8. While CIA members of working groups are expected to express views and take positions which they believe to be consistent with the positions and policies of the Agency, and to consult with all interested parts of the Agency, it will usually not be possible for them to present a firm Agency position at a working group. In most cases, papers originating in a working group which contain recommendations for action will be placed before a Board Assistants' meeting prior to going to the full Board. This gives the Board Assistant an opportunity to ensure that there has been full coordination of the paper before it goes to the DCI for OCB consideration.

#### IV DESIGNATIONS OF MEMBERS OF WORKING GROUPS

9. Designations of CIA members of working groups, and CIA points of contact for OCB when there is no working group, are made through the DCI's Board Assistant (SA/DCI). If it becomes necessary to change a representative, temporarily or permanently, the SA/DCI should be notified so that appropriate action may be taken. Persons designated will be promptly advised by SA/DCI of all available information and papers relevant to the working group in question, and any special instructions applicable to the particular CIA member. A special security

certification

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certification procedure for all OCB working group members has been established. If at any meeting, a CIA representative is not sure that all the persons present are properly cleared, a check should be made with the OCB staff member present, or sensitive material withheld.

#### V PAPERS FOR DCI

25X1 10. Briefing material or any other papers for the use of the DCI at OCB meetings should be channeled (in duplicate) through his Special Assistant, [redacted] except in those special cases which the DCI is handling personally.

11. CIA action documents (e. g. cables) which are operational, or are in the normal course of business, whether or not the result of or related to matters being coordinated by OCB, should follow normal channels. If they should be available to the DCI at OCB meetings or to his Board Assistant at meetings of those Assistants, either for reporting or reference, an information copy should be sent to the DCI through his Special Assistant.

#### VI

12. Any difficulties or problems encountered by CIA representatives in the operation of the working groups or reporting or otherwise in connection with OCB should be taken up with the SA/DCI.

[redacted]

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Special Assistant to the Director

SECRET (When Filled In)

AREA OR COUNTRY(S)	Approved for Release 2006/11/15 : CIA-RDP86-00036R000400050038-0	DOC DATE CLASS	S
Hq.	OCB	DDP	Executive Order 10483
	PP		Intelligence Support
	NSC		Reporting (periodic)
			18 Jan. 1954

IDENTIFICATION OF DOCUMENT

Memo from Special Assistant to the Director.   25X1  
  Subject: Memorandum for CIA. Member of OCB Working Groups and Panels. 25X1

ABSTRACT NOTATION REFERENCES

Summarizes Executive Order. 10483 of 2 Sept. 1953 which established OCB. Discusses responsibilities of CIA Board Assistant, of agency members of working groups, and of OCB senior intelligence officer. Describes method of reporting to OCB, and by OCB to NSC, mentions Security limitations on reporting.

(See also:)

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